

Town of Franklin



Municipal Facilities Use Request Form

Today's Date: _____

Organization Name: _____

Address: _____

Contact Person Name: _____

Contact Phone No: _____ Contact email: _____

- Facility: ☐ King Street Fire Station (Occupancy limit is 30 persons)
 ☐ Municipal Building Rooms (106, 205, Council Chambers, Training Room)
 ☐ Recreation Center at 257 Beaver Street (see separate Rental Agreement)
 ☐ Senior Center (Occupancy limit is 80 persons)
 ☐ Public Library (four Rooms -- Occupancy Limit in Parentheses)
 1. ☐ Friends of the Franklin Library Community Meeting Room (25)
 2. ☐ Community Room @ School St. Entrance (50)
 3. ☐ Study Room 101 (6)
 4. ☐ Study Room 106 (8)

Date & Time to be used: _____ Number of Attendees: _____

One Time Use: ☐ Monthly Use: ☐ Weekly Use: ☐ Other: _____

Purpose of Meeting (please provide a detailed account):

Town of Franklin

Municipal Facilities Usage Policy Agreement

PURPOSE

Pursuant to [Article 2 of Chapter 37 of the Town Code](#), the purpose of this policy is to govern the use of Town facilities, including the King Street Fire Station, Municipal Building, Recreation Center, Senior Center and Public Library by external groups or town agencies.

PROCEDURES

All external groups must complete a Municipal Facilities Use Request Form prior to reserving space and review and agree to the Municipal Facilities Usage Policy Agreement. Usage agreements will expire six months from the date of endorsement or upon change of responsible party.

There are two Payment Options:

1. Online: You may apply and pay online at <https://franklinma.viewpointcloud.com/>
2. In-Person: You may mail or drop off an application. Please make a check out to the Town of Franklin (due upon application).

GENERAL POLICY

To ensure safety, fairness, and for mutual protection of all patrons of the Town's Facilities, the Town of Franklin maintains certain operating rules and regulations. The following rules and regulations have been developed to be in the best interests of the Town, its residents and public who use the facilities. These rules and regulations are designed to assist the public in understanding their responsibilities and to ensure a safe environment for all persons using Town facilities.

It shall be the policy of this Town to ensure that conference spaces within Town are available for departmental use. When not in use, the conference spaces may be used for Franklin-based non-profit, civic, community groups and organizations. The use of municipal facilities is not available for any non-Franklin based groups or for commercial activities, transactions or enterprises, or for private or nonprofit fundraising for non-municipal organizations.

All non-municipal use of facilities is offered at the discretion of the Town Administrator.

RULES & REGULATIONS

- A. The functions and operations of Town Departments are the primary use for and shall be given first preference in the use of conference space.
- B. Scheduling of departmental conference space shall be managed through the individual department heads and/or their designee. Requests for space must be made at least 14 days in advance of the requested date. All requests are addressed on a first come, first served basis. Municipal building use is not available on municipally recognized holidays. (See "Available Spaces" section below)

- C. The department retains the right to cancel any non-department functions should a scheduling conflict arise between an external agency and department function. The department will endeavor to provide 14 days notice should this occur.
- D. Persons shall not enter or be upon town property under the influence of alcohol, illegal drugs or marijuana. Persons shall not consume or possess any alcohol, illegal drugs or marijuana within any municipal building or upon the property on which any municipal building is located.
- E. Persons shall not use any tobacco or "electronic-tobacco" product within any municipal building or upon the property on which any municipal building is located.
- F. Persons shall not possess, use or store any explosive, incendiary device or weapons on Town property.
- G. Conference space must be maintained in a clean and orderly condition. Groups who leave the space in disorder will be prohibited from future reservations. Furniture must be left in the arrangement in which it was found. Children must be supervised by adults at all times. No children are allowed in the buildings unattended.
- H. Persons shall promptly report all defective equipment, unsafe conditions, accidents or incidents which result in either a personal injury or damage to the property or equipment of the Town, employee, or member of the public, regardless of responsibility. All damage to department property must be reported to department personnel immediately. Groups will be held financially responsible for damage to department property. No personal or organizational equipment or supplies can be stored on the premises of municipal facilities. **In the event of an Emergency, Dial 911.** The Franklin **Police Department** may be reached at **508-528-1212**.
- I. Light refreshments may be served, but a cleaning deposit or charge of \$100 will be added automatically to your application before the event or after an event if the premises are left in an unacceptable condition. Refreshments are only to be served in designated areas. Please note: food and drink are not allowed in the Town Council Chamber.
- J. Group size shall not exceed room occupancy limits as posted.
- K. Conference space is not available for use by any external agency/group who charges attendance fees for their programs.
- L. Conference space is not available for use by any agency/group whose activities are found to be inappropriate for conduct in a public building.
- M. Use in any facility is not available for private, personal for-profit meetings, events or functions.
- N. This Agreement expires 6 months from date of endorsement.
- O. Persons shall not present a false or altered identification that may be required as part of using a facility. No person shall defraud the Town in any manner.

- P. Persons shall not assault, threaten, harass, or abuse any employee or a member of the public, either physically or verbally.
- Q. Persons shall not engage in any form of disruptive conduct, while on Town property.
- R. Persons shall not use skateboards or operate dirt bikes, ATV's, motorized bicycles motorized scooters, or motorized vehicles on Town property. This prohibition shall not apply to a person who, as a result of a handicap or disability, requires the use of a motorized wheelchair or similar equipment.
- S. Artwork: As part of this agreement, an applicant also agrees to the Policy & Procedure for the Exhibition and Display of Private Artwork on Town Property, if applicable to your event or meeting.
- T. Persons shall not misuse, abuse, damage, or tamper with the property of the Town or property of any employee or member of the public. Persons shall comply with all posted safety rules and regulations.
- U. Persons shall not use Town property or enter Town offices without first obtaining proper authorization, except during normal business hours or when property or offices are open to the general public. No person shall enter or remain in a Town building or facility outside or regular business hours without authority or permission to do so. No person shall enter or remain in any portion of a Town building or facility to which the general public does not have regular access without authority or permission to do so, or for its intended, authorized or permitted use.
- V. No animals (except certified guide or service dogs) are allowed within Town buildings. All persons with an animal on Town property must properly remove and dispose of any animal feces.
- W. The Town assumes no responsibility for lost, stolen or damaged personal property.
- X. No solicitation of sales of goods or services is permitted on Town property, except those fundraising activities that directly support the Town's facilities or programs.
- Y. No person shall enter or remain in a Town building or facility unless properly clothed and shod: street clothes and footwear are required at all times; no bathing suits allowed. No person shall enter or remain in a Town building or facility who emits an offensive odor because of poor personal hygiene.
- Z. Persons that fail to follow any portion of the Rules and Regulations, the Municipal Facilities Usage Policy Agreement or other rules or regulations established by each department may be subjected to a fine and/or loss of privilege to use the Town facilities, [per Town Code](#). Depending on the severity of the offense or the frequency of other offenses the Town may initiate legal action.

AVAILABLE SPACES

1. **King Street Fire Station** -- 600 King Street

- a. Contact Person: Chief Gary McCarraher (508) 528-2323 gmccarraher@franklinma.gov
- b. Room Available: Meeting Room
- c. Hours available: Monday through Friday; 6:00 AM to 9:00 PM
- d. Occupancy Limit: 30 persons
- e. Charge: None
- f. Availability: To any Franklin-based organization.

2. **Municipal Building** -- 355 East Central Street

- a. Contact Person: Town Administrator Jeff Nutting (508)-520-4949 jnutting@franklinma.gov
- b. Rooms Available: Meeting Rooms in Room 106, 205, Council Chambers and the 3rd Floor Training Room.
- c. Hours available: Monday through Friday; 8:00 AM to 9:00 PM
- d. Occupancy Limit (Varies): Room 106 (Capacity 10), 205 (Capacity 10), Council Chambers (Capacity 50) and the Training Room (Capacity 50).
- e. Charge: None
- f. Availability: Franklin-based town boards, committees, commissions, other government agencies only. Elected Boards shall always have priority. Sponsored organizations by town staff may also use the space at the discretion of the Town Administrator or Superintendent of Schools.
- g. Special Notes:
 - i. Food and Drink are prohibited in the Town Council Chamber.

3. **Recreation Center** -- 257 Beaver Street

- a. Contact Person: Ryan Jette (508)-613-1666 or rjette@franklinma.gov
- b. Room Available: Rear Building Rentals
- c. Availability: To any Franklin-based organization or individual relative to the arts, recreation, sports and other youth based programs. Contact Recreation Department.
- d. Special Notes:
 - i. See the Franklin Recreation Department Rental Agreement for detailed use regulations, contract, payment options, rates, occupancy and more information.

4. **Franklin Senior Center** -- 10 Daniel McCahill Street

- a. Contact Person: Sue Barbour, Coordinator (508) 520-4945 sbarbour@franklinma.gov
- b. Room Available: The Franklin Common Room (multi-purpose room)
- c. Occupancy Limit: 80 persons
- d. Availability: To any Franklin-based government or not-for-profit organization.
- e. Hours available:
 - i. Monday through Friday, 5:00 PM to 9:00 PM
 - ii. Saturday's from 9:00 AM to 5:00 PM
- f. Special Notes:
 - i. Access to areas beyond the multi-purpose room (except restrooms) is prohibited.
 - ii. Use of the Café, kitchen, offices and related equipment, bingo equipment, and the fireplace are not allowed.
 - iii. Refreshments only in the Franklin Common Room when authorized.

- g. Charges:
 - i. No Charge Monday through Friday 5:00 PM to 9:00 PM.
 - ii. A refundable cleaning deposit of \$100 is required if refreshments are to be served.
 - iii. Saturdays at \$50 per hour for a minimum of 4 hours, assuming a custodian is available.

5. Franklin Public Library -- 118 Main Street

- a. Contact Person: Asst. Director Kim Shipala at (508) 520-4941 or kshipala@franklinma.gov
- b. Rooms Available:
 - i. Friends of the Franklin Library Community Meeting Room (25 Capacity)
 - ii. The Community Room @ the School Street Entrance (Capacity 50)
 - iii. Study Room 101 (Capacity 6)
 - iv. Study Room 106 (Capacity 8)
- c. Hours available, generally (Non-Study Rooms):
 - i. Monday through Thursday 3:00 PM to 8:00 PM
 - ii. Friday - No Availability for meetings or events
 - iii. Saturday - 10:00 AM to 4:30 PM
- d. Study Room (Both, Rooms 106 & 108) Availability Hours:
 - i. Monday to Thursday - 9:00 AM to 7:45 PM
 - ii. Friday & Saturday - 9:00 AM to 4:45 PM
 - iii. Saturday - 1:30 PM to 4:45 PM
- e. Occupancy Limit: See above, various.
- f. Charge: None
- g. Availability: For government agencies, not-for-profit organizations affiliated with the Franklin Public Library and other related educational and civic engagement based organizations.
- h. Special Notes:
 - i. The Friends of the Franklin Library Community Meeting Room and the Community Room @ the School Street Entrance cannot be reserved for ongoing, regularly scheduled meetings. All events must be open to the public and advertised as such.
 - ii. Any one qualified organization can reserve no more than four meetings annually between the two Community Meeting Rooms for reservation.
 - iii. If reserving a Meeting Room or Study Room, all patrons agree to the applicable policy:
 - 1. Franklin Public Library Study Room Policy
 - 2. Franklin Public Library Meeting Room Policy

I have read the attached Town of Franklin Municipal Facilities Usage Policy Agreement, Policy & Procedure for the Exhibition and Display of Private Artwork on Town Property and Rules and Regulations and I agree to comply with these requirements. I understand that if any portion of this policy is violated during my/our use of the space that I/we may be prohibited from future use of space. I understand that the use of municipal facilities is not available for any commercial activities, transactions, or enterprises including fundraising, except those activities that directly support the Town's facilities or programs.

Renter Signature

Town of Franklin Representative Signature

Date

Date

Policy and Procedure for Exhibition and Display of Private Artwork on Town Property

Space in public buildings and facilities and on Town-owned land is available for the public exhibition and display of private artwork, subject to the following terms and conditions; the Town Administrator may deny or revoke his approval if the artist fails to comply.

1. Written Application Required. The artist shall make written application to the Town Administrator and obtain his written approval in advance.
2. Criteria. In his review of an application, the Town Administrator shall consider the primary public purpose(s) or use(s) of the space and may deny the application if he determines that the proposed exhibition or display is fundamentally incompatible with or significantly interferes with the public purpose(s) or use(s).
3. Protection of Public Health, Safety and Welfare. The Town Administrator specifically reserves the right to deny or revoke approval for any exhibition or display which interferes with or detracts from regular Town activities or which he deems to be obscene, offensive, disruptive, or otherwise to pose a substantial risk to public health, safety or welfare.
4. Priority for Town Exhibits/Displays. Space availability is also subject to Town-sponsored exhibitions or displays.
5. Safety Considerations. Artwork must be in stable condition and suitable for hanging or display and shall not have the potential to create an unsafe condition.
6. Installation/Removal Requirements. Installation and removal of artwork is the sole responsibility of the artist; however, prior to installation, the artist shall consult directly with the Building Commissioner and Public Works Director and shall comply fully with their directions and recommendations, if any.

Installation of artwork and pictures are prohibited on a wall, doors or windows unless there are pre-installed hooks. The Town highly suggests easels or other stand alone means to display artwork. If a patron or artist alters any wall, door or window by installing hooks, they will be prohibited from renting facilities in the future and/or may be liable for any monetary damages.

7. Town's Liability Limited. Town agrees to procure insurance coverage at its expense which provides payment of up to five thousand dollars per item while being exhibited or displayed on Town-owned property. The Town shall not be otherwise responsible for loss or damage to items exhibited or displayed in or on a Town-owned property pursuant to this Policy. The Town shall not be responsible for injuries or losses caused by the work or object.

8. Miscellaneous. Length of exhibit or display is three hundred, sixty-five (365) days, unless the Town Administrator specifies a different period. Artist shall provide appropriate labeling or description. No prices shall be displayed.



Franklin Recreation Department

Rental Agreement

275 Beaver Street, Franklin, MA 02038

Phone: (508) 613-1666



General Information

We are happy to have you use our new premises for your function and hope that you will enjoy using the Franklin Recreation Department Facilities. The building is available for functions that do not conflict with the normal activities of the Recreation Department. Our foremost obligations are to the functions and security of the Recreation Department. The Recreation Director or his designee, therefore, reserves the final right of approval for use of the Department Facility.

Renter's Responsibilities

Contract & Payment

For use of the Gym: A one hour block will be issued to you at a flat rate of \$75 for Residents and a rate of \$100 for non-residents. Payment will be required at the time of the contract signing in order to secure the date(s). The Franklin Recreation Department accepts the following forms of payment: Check (made out to the Town of Franklin).

Party Rental (GYM): A two hour block will be issued to you at a flat rate of \$200 for Residents and a rate of \$250 for non-residents. Payment will be required at the time of the contract signing in order to secure the date(s). The Franklin Recreation Department accepts the following forms of payment: Check (made out to the Town of Franklin), or credit card (Mastercard, Visa, or Discover only).

To reserve the Gym, it is best to book early.

Franklin Recreation Department Rental Agreement

A. By signing this agreement, I agree to all the rules, regulations, policies and procedures outlined in the Town of Franklin Municipal Facilities Usage Policy Agreement (attached).

B. Cancellations

All reservation cancellations must be made in writing (email is acceptable)

- Cancellations made two months (60 days) prior to an event in the Gym and two weeks (14 days) prior to an event in all other rooms will result in a full refund of rental fees paid.
- In the event of a cancellation after the allowable date, the deposit or any additional rental fees paid to date will be forfeited.

C. Ending Time

Meetings/Functions/Events must end no later than 11:00pm so that the premises and parking areas are vacated by midnight.

E. Set –Up & Take Down

- It is the responsibility of the renter to set up the room as desired. This includes the setting up of tables and chairs.
- The renter is responsible for the clean-up of decorations and garbage. Trash and recycling containers are located on the right hand side of the front Recreation building.
- Your event rental period needs to include the time required for delivery of equipment and supplies to complete your room set up, any decorating, and clean up. Please be sure to consider this when requesting your event rental time.
- No exits, staircases, or fire exits may be blocked during the set-up of your party. This is fire code law and there are no exceptions!
- All items brought into the facility by the renter must be removed by the end of the rental period. Renters must remove all food, materials, decorations, equipment, and garbage.
- All garbage must be removed from the building by the renter and placed in the parking lot garbage cans. No exceptions!
- The general rule of thumb is to leave the facility in the same condition as you found it.

F. Decorations

The renter may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of the event. Please be advised of the following:

- The use of staples, nails, tacks, eye hooks, or duct tape is prohibited when affixing decorations to walls. The use of masking tape and painters tape is acceptable. All tape must be removed when taking down decorations.
- Fog/Smoke machines will set off the fire detectors and are prohibited.
- Rice, bird seed, confetti, glitter, dance wax, etc., are not allowed.

G. Flammable Materials

- Open flamed candles are not allowed with the exception of a briefly lit candle which may be used as part of a bar/bat mitzvah ceremony or birthday celebrations.

I. Building Capacity

The building room capacity has been set by Franklin Fire Chief and will be strictly enforced.

- **Gymnasium:**

-Meeting style set-up:	maximum capacity 100
-Party (tables & chairs), No dance floor:	maximum capacity 100
-Party (tables and chairs), small dance floor:	maximum capacity up to 75
-Party (table and chairs) regular sized dance floor:	maximum capacity up to 50

- **Art Classroom**

-Meeting style set up maximum capacity 25

-Kids Birthday party maximum capacity 25

- **Multi-Purpose Classroom**

-Meeting style set up maximum capacity 80

-Kids Birthday Party maximum capacity 40

- **Conference Room**

-Meeting style set up maximum capacity 15

The Building Supervisor Responsibilities

The Town of Franklin Recreation Staff is responsible for the following to assist you in ensuring that your event is a success:

- Unlock the building/room at your scheduled time.
- Work closely with the primary contact to answer any questions and provide assistance.
- Ensure that the noise is kept at an acceptable level.
- Ensure that the event ends promptly as scheduled on the Rental Agreement.
- Ensure that all requested equipment is ready for renter to set up/use.
- Ensure that the facility and equipment is clean and ready for the next scheduled use.
- Replenish paper towels, toilet paper, and soap in bathrooms.
- When necessary, call appropriate authorities to enforce control.
- Provide minor first aid (band aids, ice packs, etc.)
- Assure that the building/room is locked at the end of the rental.

The Building Supervisor **is not** expected to do the following:

- Act as a guardian or security for any personal belongings.
- Assist with set up, clean-up, or take down.
- Take party trash out to the dumpster.
- Supervise or chaperon children.

Available Equipment

Tables:

12	72" X 29" Folding Tables, seats 8 (with our chairs), 10 is tight
2	24" X 48" Preschool Table

Chairs:

75	Adult Folding Chairs
10	Adult Conference Chairs

Trash Barrels

5	Green w/ black lid 64 Gallon trash bins with wheels
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Recycling Barrels

5

Green w/ yellow lid 64 Gallon recycling bins with wheels

Miscellaneous

Portable Microphone
Karaoke Machine
Podium
Portable TV with DVD player
Wi-Fi Access

The Franklin Recreation Department does NOT provide the following:

- Extension Cords
- Set up and Break Down

Franklin Recreation Department RENTAL FEES

All Gym and Room fees include: use of tables, chairs, PA system/ipod player, etc.
The renter is responsible for the set up and breakdown.

Party Room in Gymnasium– Kids Birthday Party (Ages 14 & Under only – no exceptions!)

Kids Birthday Parties are based on a two (2) hour time slot which includes the set up and break down of the party done by the renter.

Kids Birthday Party rental fees include: use of tables, chairs, and kitchen. (Parties can be held in our Art Room, Multi-Purpose Room (located in the front building), or in Party Room located in the Gymnasium (back building).

Additional time is available at a rate of \$50.00 per hour.

Gymnasium	Recommended Advance Reservations	Rental Fees	Additional Time
Resident	2-3 months	\$200.00	\$50.00
Non-Resident	2-3 months	\$250.00	\$75.00

Youth Sport Organizations

There will be no charge for Franklin Youth Sport Organizations to use our classrooms located in the front building. Organizations include but are not limited to: Franklin Youth Baseball Organization, Franklin Youth Lacrosse, Franklin Youth Soccer, Franklin Chargers Football & Cheerleading, Franklin Flyers Youth Hockey. Please contact the Franklin Recreation Department to find out if your Organization qualifies.



Office staff initials:

Date Received:

Franklin Recreation Department

Application for Function/Facility Use

Please detach and return to the Franklin Recreation Department

275 Beaver Street, Franklin Ma 02038

Individual Name or Organization:

Address:

Home Phone:

Cell Phone:

Email:

Date of Event:

Time of Event:

Room Requested:

Purpose of Function:

Time that you will need access to the building for set up:

Expected Attendance: # of Adults:

of Children:

NOTE: if the event is for children, you MUST provide adult supervision.

Please indicate what you will need for equipment:

Number of Chairs	Adult: _____	Preschool
Number of Tables	Adult: _____	Preschool
Screen	TV & DVD _____	
Podium	Easel _____	

I understand the rules and regulations of the Franklin Recreation Department. I have read and understand the attached Franklin Recreation Rental Agreement.

Signature:

Name (please print)

Date:

FOR OFFICE USE ONLY

Date Paid:

Franklin Public Library Meeting Room Use Policy

- There is no charge for room use. Contributions to the Library's Gift Fund are always appreciated.
- Permission to use the meeting room will be granted only to Franklin residents over 21 years of age. The person requesting to use the meeting room must remain in attendance while the meeting room is in use. The responsible person is accountable for the conduct of the group, payment of any expenses or damage resulting from the use of the meeting room.
- Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Franklin Public Library of the activities that take place in the meeting room or the beliefs of the groups using.
- All activities must be confined to the meeting room. Approaching library users for the purpose of encouraging participation in the group's activities is prohibited.
- Except for the Friends of the Franklin Library Community Room, Meetings held in other areas of the Library must coincide with library hours.
- Any publicity must be cleared by the Library Administration prior to publicity going to print. Publicity must clearly state who is sponsoring the program. Publicity must include a contact telephone number (not the library phone number). Library administration must receive final copies of any publicity.
- Decorations and/or displays must be limited to the tables or easels. Materials on display in the meeting rooms are not to be moved or rearranged.

Franklin Public Library Study Room Policy

The purpose of the study rooms is to provide space for individual and collaborative study.

There are two study rooms available free of charge for public use.

Please check in at the reference desk to access both rooms.

- Study Room (101) seats a maximum of six people. Equipped with a table and chairs, electrical outlets, free Wi-Fi access.
- Study/Conference Room (106) seats a maximum of eight people. Equipped with a table and chairs, and electrical outlets, free Wi-Fi access, and a smart TV. A conference phone is available upon request.

Rules for Study Room Use

- Study rooms are available only during regular library hours and must be vacated 15 minutes before closing
- Reservations may be made online by individuals or groups up to one month in advance.
- Individuals or groups may make use of the study rooms for two hours per day with a two hour extension if no requests have been made.
- Study room users may not charge admission or collect any fees, solicit goods, services, or memberships, and may not distribute or sell goods or services of any kind.
- Room reservations will be held for 15 minutes beyond the start of the reservation time.
- Walk-in patrons may request a study room if not reserved and must fill the standard reservation form. Time limits for walk-ins may be less than two hours, depending on reservation schedule.
- An adult (18 years or older) must remain in the study room with children under the age of twelve.
- Library furniture from other locations may not be moved into the study rooms.
- Doors must be kept unlocked and lights on during use.
- The rooms are not soundproof. Please be considerate of other library users and maintain discussions at conversational levels.
- No materials are to be posted or attached to the windows or walls.

- The Library is not responsible for any items left in study rooms.
- Individuals or groups must follow the Town of Franklin Facilities Use Policies and Rules of the Franklin Public Library.